

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Detention Officer Lead

BAND	GRADE	
NE	618	
DEPARTMENT: Police	ACCOUNTABLE TO: Detention Supervisor	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbent is responsible for performing lead functions in the transportation and security of persons in police custody, and related support responsibilities.		
DISTINGUISHING CHARACTERISTICS: The Detention Officer Lead is the second level of a three level detention officer series. The Detention Officer Lead is distinguished from the Detention Officer in that the Detention Officer does not have lead responsibilities. The Detention Officer Lead is distinguished from the Detention Supervisor in that the Supervisor has full supervisory authority.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Performs lead-worker activities with police department detention officer personnel which includes: scheduling, assigning and monitoring work; training employees on proper methods and procedures.	Daily	
2.	Oversees and participates in receiving and booking persons in police custody into holding facility which includes: completing paperwork, physical prisoner search, property inventory, photographs, fingerprints and interview in accordance with established procedures.	Daily	
3.	Oversees and participates in monitoring prisoners at all times to ensure the safety of the prisoner, public and other employees. Maintains physical control of prisoners by using minimal restraining techniques as necessary.	Daily	
4.	Conducts daily inspections of holding facility to ensure cleanliness, safety and security.	Daily	
5.	Oversees and participates in transporting prisoners, including those with physical and/or mental impairments to and from court and/or other detention facilities; acts as bailiff while court is in session.	Daily	

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6.	Completes and maintains required records and reports; performs data entry in ACJIS to input and receive information relative to criminal justice activity.	Daily	
7.	Prepares and enters crime reports into computer; registers and stamps bicycles for the public.	Weekly	
8.	Fingerprints the public as per an application process.	Weekly	
9.	Coordinates and participates in monitoring community service workers as provided by the court.	As Required	
10.	Administers first aid to prisoners, including CPR.	As Required	
11.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- Police Department policies and procedures;
- Basic office procedures, including record keeping procedures;
- Basic computer systems and operations;
- Restraining techniques; and
- First aid methods and techniques, including cardiopulmonary resuscitation (CPR).

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Skills (position requirements at entry):

Skill in:

- Training, scheduling and assigning work;
- Coordinating and organizing projects;
- Processing reports, applications, forms and other documents;
- Operating equipment such as phones, copiers, fax machines, computers, photography equipment, security systems, breath intoxilyzer, radio & video equipment, Self Contained Breathing Apparatus (SCBA), etc;
- Observing and monitoring the activities of individuals in custody;
- Restraining individuals in custody;
- Operating vehicles and transporting individuals in custody;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and one year experience in law enforcement or a correction facility; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License;
- Cardiovascular Pulmonary (CPR) certification; and
- Ability to pass a background examination.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to work space restrictions, intense noises, travel, and extreme temperatures.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Classification History:

Draft prepared by Human Resources (SA)

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